***KAYLIN***

***ODAYAN***

***CIRRICULUM***

***VITAE***

**To whom it may concern**

Dear Sir /Madam,

Thank you for the opportunity to apply

I am a young, creative and enthusiastic individual.

**EMPLOYMENT HISTORY**

1. Worked at Touch of Gold as a (temporary) salesperson and assistant. (Jan to July-2018) weekends and public holidays.

Maintained a consistent high level of customer service by creating and developing excellent client relationships.

Focused on achieving and exceeding individual sales goals. Handled each customers transactions professionally, efficient and accurately.

2. I worked at Street Fever (Retail Shoe Store) as a salesperson and assistant. (Sep-2020 to Feb 2021)

I adopted a determined attitude, worked diligently and delivered according to Street Fevers standards.

My enjoyable experience at Street Fever was on the floor. The interaction with customers was awesome. I enjoyed the teamwork, and support from my colleagues, which gave me a feeling of confidence and support. (Teamwork makes the Dream Work!)

Street Fever, a local business, is a retail store that sells branded clothing and footwear across there hundred plus branches throughout South Africa.

3. I worked at Jazmax Estate Agents( September 2021-February 2022)

Skills obtained:

* Networking
* Critical Thinking
* Strong Communication
* Dependability
* Ability to Work Under Pressure
* Teamwork
* Goal setting

**MY PERSONAL SKILLS AND ATTRIBUTES**

* Ability to always listen and learn
* Excellent basic hand skills
* Outstanding ability to work as a part of a team
* Disciplined with time keeping
* Attention to detail
* Safety conscience
* Intermediate computer proficiency, excel, outlook, power point, word, etc.
* Good at technical support (Computers , laptops , cell phones , set up)
* Ability to cope under pressure
* Ability to multitask
* Positive attitude , optimistic , and confident
* Ability to be pro-active and use my own initiative
* Trustworthy , honest , loyal , dependable , and punctual

**Allow me the opportunity to join your company. I enjoy learning new ideas and accepting change. Dedication, determination, delivering, and ultimately achieving outstanding end results for the benefit of the business.**

**PERSONAL DETAILS**

SURNAME : ODAYAN

FIRST NAME : KAYLIN

POSTAL ADDRESS :

 WESTCLIFF

 CHATSWORTH

 4092

CONTACT NUMBER : 081 466 2222(KAYLIN) ~083 601 1995(DAD)

EMAIL ADDRESS *: kaylinodayan1@gmail.com*

IDENTITY NUMBER : 020610 575 9081

DATE OF BIRTH : 10 JUNE 2002

SEX : MALE

NATIONALITY : SOUTH AFRICAN

RACE : INDIAN

HOME LANGUAGE : ENGLISH

OTHER LANGUAGE : AFRIKAANS

CRIMINAL OFFENCES : NONE

HEALTH : EXCELLENT

HOBBIES : READING, VOLLEYBALL, CYCLING, DRAWING, EXERCISE,

 GAMING, SOCCER

**EDUCATIONAL QUALIFICATONS**

LAST SCHOOL ATTENDED : KHARAWASTAN SECONDARY SCHOOL

HIGHEST GRADE PASSED : MATRIC – GRADE 12 (2019)

SUBJECTS : ENGLISH HOME LANGUAGE

 : AFRIKAAANS FIRST ADDITIONAL LANGUAGE

 : PURE MATHEMATICS

 : BUSINESS STUDIES

 : ECONOMICS

 : ACCOUNTING

 : LIFE ORIENTATION

**ACHIEVEMENTS**  : RECEIVED A HIGHER CERTIFICATE

**REFERENCES**

CONTACT NAME : Zakeer Chan (Street Fever Branch Manager)

CONTACT NUMBER : 071 624 6277

CONTACT NAME : Deon Odayan (Touch of Gold Branch Owner)

CONTACT NUMBER : 083 601 1995

CONTACT NAME : Benjamin Govindraj

 Branch manager (Jazmax )

CONTACT NUMBER : 073 6910478

**REGARDS.**